

CARFAX

COLLEGE

Safer Recruitment Processes and Documents (January 2020)

Carfax College is committed to ensuring the safety of children through full vetting of any staff who have access to the premises or pupils. The following is a guide to the processes and documentation needed:

Information to be stored on the SCR

All staff members must have a physical folder and be entered into the SCR. The SCR should contain the following:

Barred list check (where required)

Check of professional qualifications, where required

Check to establish the person's right to work in the United Kingdom.

Date of birth

Enhanced DBS check/certificate.

European Economic Area (EEA) check (where relevant)

Identity check. (Identification checking guidelines can be found on the GOV.UK website)

Name

Overseas check (where relevant)

Prohibition from teaching check (for teachers).

Section 128 check (for management positions and governors)

Safer Recruitment Processes

All adverts and related documentation contain a safeguarding statement

CARFAX

COLLEGE

All job descriptions contain details regarding the staff members safeguarding responsibility

There are at least 2 individuals involved in the entire recruitment process from shortlisting through to interview and selection

A self-declaration by applicants about previous convictions (fit to work form).

References are requested prior to interview (where possible)

The provision of at least 2 references.

The first referee is the previous or current employer (where possible)

All interviews are carried out face to face (may include skype)

Evidence of identity and any relevant qualifications provided at interview

Any missing information or vague details are followed up at interview with candidate

All interview panels contain a member who has up to date safer recruitment certificate.

References are followed up and verified with a phone call to referee.

Risk assessments where appropriate are in place, updated annually and shared with appropriate staff members

All staff / volunteers being subject to DBS checks where required.

All successful candidates are subject to appropriate checks (see single central record requirements)

The results of recruitment checks are securely stored on the SCR and in physical personnel files.

CARFAX

COLLEGE

HOST FAMILIES ONLY (Building checks)

- Evidence of Carbon monoxide detector (photo or signed note to say that it is present)
- Evidence of smoke detector (as above)
- Evidence of e-safety software
- Gas certificate (copy of the certificate that is readable)
- Signed Risk Assessment of the house
- Signed Agreement